

**PAYROLL & HR ADMINISTRATOR REQUIRED - HAWKHURST**

£24,000pa full time, Monday to Friday, 9.00am to 5.00pm.

Head First is a growing and forward thinking organisation that provides specialist services to our clients and manages the Human Resources and Payroll functions for over 150 carers and support workers. We currently have an exciting opportunity for a motivated and experienced Payroll & HR administrator to join our small team providing the full range of support services to our case managers, clients and their support workers.

Ideally you will have experience of Sage 50 Payroll and up to date knowledge of relevant compliance and legislation. Proficiency in Microsoft Word and Excel is essential, as is the ability to organise, prioritise and multitask effectively. Additionally, excellent communication skills, both verbal and written, and attention to detail are crucial.

The successful applicant must have at least 2 years’ payroll experience and ideally be CIPD qualified or studying towards CIPD. You will be a team player, confident in your approach and keen to get involved in all aspects of this varied role. You will be supported in your training to learn Head First’s systems and procedures and encouraged to provide new ideas and enhancements to the development of existing processes.

Head First is committed to the needs of our clients and to providing the best service possible. Our staff members are valued and respected in their roles, the culture is friendly, open, and collaborative. Continued professional development is actively encouraged.

In addition to your salary you will have a dedicated training budget, enhanced accident and illness arrangements after a qualifying period, free on-site parking on a first come, first served basis, and 5 weeks’ holiday rising to 6 weeks after 5 years’ service.

This role will be hired and on-boarded remotely. Due to the current Covid-19 situation the successful applicant will initially be working from home (IT equipment will be provided by the employer) with occasional office attendance as and when required. Once our premises fully re-open the role will be predominantly office-based with occasional home-working on request.

To apply, send your CV to [hr.team@head-first.org](mailto:hr.team@head-first.org) by 30th September 2020. Please visit our website at [www.head-first.org](http://www.head-first.org) to see a copy of the job description and person spec and to view our privacy notice for job applicants.